



## MINUTES

STANDARDS COMMITTEE  
MEETING OF OCTOBER 21, 2001  
ASHRAE HEADQUARTERS  
ATLANTA, GEORGIA

### MEMBERS PRESENT

Nance Lovvorn, Chair  
Thomas E. Watson, Vice Chair  
Charles G. Arnold, SPLS  
Van D. Baxter, Chair, SPLS  
Dean S. Borges, SPLS  
Paul W. Cabot, ILS  
Waller S. Clements, SPLS  
Charles W. Coward, Jr, PPIS  
Harold L. Crowder, SPLS  
Brian P. Dougherty, ILS  
Richard A. Evans, PPIS  
Arthur D. Hallstrom, PPIS  
Richard D. Hermans, PPIS  
John F. Hogan, Chair, PPIS  
Frederick H. Kohloss, SPLS

### ABSENT

Charles W. Coward, Jr., PPIS

William J. Landman, SPLS  
Rodney H. Lewis, SPLS  
Ross D. Montgomery, PPIS  
Davor Novosel, ILS  
Dennis A. Stanke, SPLS  
Michael H. Tavares, SPLS  
Steven T. Taylor, SPLS  
J. Richard Wright, PPIS  
Gordon V. R. Holness, BOD, ExO  
Lee W. Burgett, CO

### GUESTS

Rosy Douglas  
Doug Tucker  
Mark Weber

### STAFF

Claire Ramspeck  
Sandra Armstrong

### 1. Call to Order/Introductions

#### Call to Order

Chairman Lovvorn called the October 21, 2001 meeting of Standards Committee to order at 8:00 a.m. in Conference Rooms A and B of the ASHRAE Headquarters in Atlanta, Georgia.

A record of attending members and guests is given above.

PM3006450683



## Introductions

Members of the committee, staff and guests were asked to introduce themselves.

## **2. Adoption of Agenda**

The following issues were removed from the agenda because Standards Committee approval was not necessary:

Agenda Item 14: 1<sup>st</sup> Public Review of BSR/ASHRAE/IESNA Addendum *ar* to ANSI/ASHRAE/IESNA Standard 90.1, *Energy Standard for Buildings Except Low-Rise Residential Buildings*

Agenda Item 15: 2nd Public Review of BSR/ASHRAE Addendum *y* to ANSI/ASHRAE Standard 62-1999, *Ventilation for Acceptable Indoor Air Quality*

Agenda Item 16: 3<sup>rd</sup> Public Review (ISC to 2<sup>nd</sup> Public Review) of BSR/ASHRAE Addendum *g* to ANSI/ASHRAE Standard 62-1999, *Ventilation for Acceptable Indoor Air Quality*

Agenda Item 17: 3<sup>rd</sup> Public Review (ISC to 2<sup>nd</sup> Public Review) of BSR/ASHRAE Addendum *h* to ANSI/ASHRAE Standard 62-1999, *Ventilation and Acceptable Indoor Air Quality*

Agenda Item 18: 3rd Public Review (ISC to 2nd Public Review) of BSR/ASHRAE Addendum *x* to ANSI/ASHRAE Standard 62-1999, *Ventilation for Acceptable Indoor Air Quality*

Agenda Item 24: Roster changes for SPC 35, *Method of Testing Desiccants for Refrigerant Drying*

Agenda Item 37: Withdrawal of Standard 166P, *Heating, Ventilating, Air-Conditioning and Refrigerating Terminology*

Agenda Item 38: 90.1 Work Plan

## **3. Approval of Minutes (01/06/23 and 27)**

It was moved and seconded:

- (1) THAT the minutes of the June 23 and 27 meeting of the Standards Committee be approved as written.

**MOTION 1 PASSED. 19-0-2, Chair Not Voting (CNV)**

## **4. Chairman's Report - Mr. Lovvorn**

Chairman Lovvorn reported that all action items assigned by Technology Council to the Standards Committee will be reported to the Council as complete.

Items 1-6 of SPO 2.2 [*Develop and implement strategies to more quickly resolve conflicts in the development of consensus documents*] have been **completed**. Item 7 is in progress; and will be completed by June. **Attachment A.**

An update on the Standard Committee MBOs are attached. **Attachment B.**



## 5. Board Officials' Remarks

### Mr. Holness - ExO

Mr. Holness said that he was amazed at the work load of the committee and was appalled by the procedures under which the committee had to accomplish their tasks. He commented that there must be a way to streamline the standards development process. He assured the committee that he would try to smooth out issues as they arose.

### Mr. Burgett - CO

Mr. Burgett said that while ASHRAE President Coad's suggested MBO for the Standards Committee would not eliminate controversy, it would improve the standards process. An ad hoc committee, chaired by Daryl Boyce, has been formed to determine and define the mission of ASHRAE standards and to examine and improve the process. Mr. Burgett noted that while improvements have been made to the process, the development of a standards is still a tedious task. Mr. Burgett announced that an organizational meeting of this ad hoc committee would be held at Tech Weekend 2001 and the ad hoc committee will meet once more before the 2002 Winter meeting. A complete report is due by the 2002 Annual meeting.

Mr. Burgett noted that there have been some complaints regarding delays in publishing standards after BOD approval and announced that new publication procedures had been issued to address this concern. The new procedures require that a draft must be ready for publication before it is submitted to the Board of Directors for approval. Mr. Burgett encouraged the members of the committee to ensure that these new procedures are followed.

A new committee on bio-terrorism has been formed and will be chaired by Jim Woods.

Mr. Burgett announced that issues regarding the content of standards violating the membership petition would be addressed by the Board Policy Committee on Tuesday, October 23, 2001.

Mr. Burgett commended the committee on doing a great job.

## 6. Manager of Standards' Report – Ms. Ramspeck

Ms. Ramspeck noted the following staff accomplishments since the June 2001 meeting:

- 13 drafts were submitted for public review
- 656 public review comments were processed
- Two interpretations were issued
- One errata was issued
- 30 submittals were made to ANSI
- The Standards section of ASHARE web page was updated
- A list serve for Standards Actions was established
- List serves for SSPC 62.1 and 90.1 was established

Ms. Ramspeck announced that Thursday, November 29, 2001 is the deadline for agenda submittals for inclusion on the Winter 2002 Standards Committee agenda.



The committee was informed that revised ASHRAE procedures now allow for a 30-day review for all one- page public reviews, including first public reviews.

**7. Review of Action Items (01/06/23 and 27) – Mr. Lovvorn**

After reviewing the Action Items, it was determined that the following Action Items were still open:

- Action Item 7 [*ASHRAE staff will explore what additional services different working groups critically need. This issue will be further discussed at Technology Weekend*];
- Action Item 8 [*Richard Wright will contact ANSI regarding sales of ASHRAE standards that are adopted as ISO standards.*]; and
- Action Item 9 [*Richard Wright to determine what is needed regarding the modification of the Standards Committee MOP procedures to retain high profile standards and organizational members.*] are open . All other Action Items are complete.

**8. Ad Hoc Committee on MIS – Mr. Hallstrom (Attachment C)**

Mr. Hallstrom reported that his committee is working on a tracking system that will be divided into three phases:

Phase 1- Bio (Biographical Records) Update System

This new system will allow a member to create and edit their personal Bios online thru the ASHRAE web site.

Phase 2 – Standards Tracking System

The goal of this project is to track every step of the standard development process to improve velocity and reduce redundant data input.

Phase 3 – Public Review Comments and Content Management System

This phase is in very early preliminary investigation.

- AI 1 Claire Rampseck is to review the ASTM standards tracking systems using the ASTM contact provided by Steve Comstock.

**9. TCLS REPORT – Mr. Watson (Attachment D)**

No motions were presented by TCLS.

**10. CIS Report – Mr. Hunn (Attachment E)**

In the absence of Bruce Wilcox, Chair of CIS, Bruce Hunn presented the CIS report.

It was moved and seconded:



- (2) THAT Standards Committee support the SSPC 90.1 *Training for Code Officials* and approve \$10K for the 2002-2003 budget as described in the CIS report.

**FISCAL IMPACT:** \$10,000 in the 2002-2003 budget.

**MOTION 2 PASSED. 18-0-3, CNV**

CIS will submit, through the Director of Technology, three proposed changes to the International Code Council (ICC) codes by the November 15, 2001, deadline for the ICC code change hearings in the spring of 2002. One of these will update International Energy Conservation Code (IECC) references to ASHRAE Standards 62, 136, 90.1, and the Handbook of Fundamentals to their respective 2001 versions. The other two will update International Mechanical Code (IMC) and International Residential Code (IRC) references to Standards 15, 34, and the Handbook of Fundamentals to their respective 2001 versions.

On October 5, 2001, CIS submitted, through the Director of Technology, comments to the NFPA 5000 (Consensus Codes for the Built Environment) draft energy code that supported the referencing of ASHRAE Standards 90.1-1999 and 90.2-1993 in their entirety. In addition we submitted comments correcting and clarifying requirements for the placement of water vapor retarders in walls and roofs/ceilings to be consistent with Standard 90.2-1993 and the 2001 Handbook of Fundamentals.

**11. ILS/ISAS Report – Mr. Novosel (Attachment F)**

No motions were presented by ILS.

**12. PPIS Report – Mr. Hogan (Attachment G)**

It was moved and seconded:

- (3) THAT BSR/ASHRAE Standard 68-1997 (RA), *Method of Testing to Determine the Sound Power in a Duct*, be approved for reaffirmation public review.

**BACKGROUND:** TC 2.6 voted unanimously for reaffirmation at its meeting in Cincinnati.

**MOTION 3 PASSED. 21-0-0, CNV**

It was moved and seconded:

- (4) THAT BSR/ASHRAE Standard 41.2-1987 (RA 92), *Methods for Laboratory Airflow*, be revised.

**BACKGROUND:** TC 1.2 voted 9-0-0 for revision.

**MOTION 4 PASSED. 21-0-0, CNV**

AI 2 Sandra Armstrong to submit a PINS to ANSI for BSR/ASHRAE Standard 41.2-1987 (RA 92), *Methods for Laboratory Airflow*.

AI 3 Sandra Armstrong to issue a *Call for Members* in Standards Actions for BSR/ASHRAE Standard 41.2-1987 (RA 92), *Methods for Laboratory Airflow*.



- AI 4 Van Baxter to assign a SPLS Liaison and cognizant TC for BSR/ASHRAE Standard 41.2-1987 (RA 92), *Methods for Laboratory Airflow*.

It was moved and seconded:

- (5) THAT the following Title, Purpose and Scope be approved for new ASHRAE Guideline 21.

Title: *Guideline for Stationary Battery Room Ventilation and Thermal Conditions*

1 Purpose:

This guideline provides system designers and users with recommendations for the ventilation and thermal management of stationary battery rooms.

2 Scope:

This guideline applies to stationary battery rooms with:

- a) Vented (flooded) lead-acid batteries
- b) Valve-regulated lead acid (VRLA)
- c) Nickel-cadmium batteries

Criteria for the design of heating, ventilating and air-conditioning (HVAC) systems are for flammable, hazardous, toxic and corrosive gases. These criteria include safety and performance considerations.

HVAC system design examples address issues related to stationary battery room installations.

Ventilation for spilled electrolyte is not addressed in this guideline.

**BACKGROUND:** The draft TPS, submitted by TC 9.2, is proposed as a joint-sponsored guideline with IEEE. Richard Evans was given an Action Item to clarify the definition of "guideline" and "standard" with IEEE.

- AI 5 Van Baxter to assign SPLS liaison for BSR/ASHRAE Standard 41.2-1987 (RA 92), *Methods for Laboratory Airflow*.
- AI 6 Sandra Armstrong to issue *Call for Members* in Standards Actions for BSR/ASHRAE Standard 41.2-1987 (RA 92), *Methods for Laboratory Airflow*.
- AI 7 Claire Ramspeck to contact IEEE regarding a joint sponsorship agreement.

**MOTION 5 PASSED. 19-1<sup>1</sup>-1, CNV**

It was moved and seconded:

- (6) THAT the following portions of the affected Standard Committee documents be deleted in their entirety:



- a) **Standards Committee BAR 5.15**  
~~This committee shall recommend to Technology Council the designation of high profile standards.~~
- b) **Technology Council BAR 4.15**  
~~This council will request Board approval for all substantive modifications to the title, purpose and scope of existing high profile standards as well as to the title, purpose and scope of all new high profile standards. All significant actions regarding high profile standards shall be reported to the Board of Directors. This council will determine and approve the designation of high profile standards and will monitor their progress.~~
- c) **Standards Committee MOP 7.2.4 (g)**  
~~SPLS may be responsible for:  
(g) recommending to the Standards Committee the designation of existing standards as high profile standards.~~
- d) **PC Guidance Appendix O: Designation of High Profile Standards**

~~This informative appendix is a part of PC Guidance  
(This appendix was moved from the MOP to PC Guidance June 29, 2000)~~

#### **APPENDIX O: HIGH PROFILE STANDARDS**

##### **O1 Designation of High Profile Standards**

~~The Standards Committee shall recommend to Technology Council whether an ASHRAE standard shall be designated as a High Profile Standard (HPS).~~

~~Types of standards that may require designation as an HPS include:~~

- ~~(a) Standards that are multi-disciplinary~~
- ~~(b) Standards that require expertise outside of ASHRAE for their development~~
- ~~(c) Standards that are code intended~~
- ~~(d) Standards requiring frequent change.~~

~~Many ASHRAE standards meet one or more of these criteria, but to be designated as an HPS, an ASHRAE standard must have a broad breadth of interest/high level impact and a high rate of technology change.~~

##### **O2 Review of the TPS of and HPS at an Open Meeting**

~~When a standard is designated as an HPS or when a substantive change to the TPS or an existing HPS is proposed, an open meeting shall be held at a regular Society meeting to provide interested parties an opportunity to provide comment on the proposed TPS. The public meeting should preferably be held at a Society Winter Meeting where a broader range of interests are more likely to attend. A person designated by the Standards Committee shall moderate the meeting and be responsible for preparing a written report to the Standards Committee summarizing the results of the meeting. Notice of the public meeting shall be publicized in appropriate Society communication media such as the Journal, Insights, Home Page, ANSI Standards Action, and the trade press.~~

~~The notice of public meeting shall include the following information:~~



- ~~(a) The proposed TPS of the HPS~~
- ~~(b) The location, date and time of a public meeting that will provide interested parties and organizations the opportunity to provide comment on the proposed TPS~~
- ~~(c) An invitation to interested parties and organizations to submit applications for membership on the SSPC~~
- ~~(d) That the TPS and formation of an SSPC to develop the HPS is subject to approval by the BOD~~

~~If substantive changes are made to a proposed or existing TPS of a HPS, the procedures listed above shall be repeated.~~

~~This review of the TPS of an HPS at an open meeting is in addition to the public review procedures required for all ASHRAE standards.~~

### **~~Q3 Procedures for the Development and Maintenance of an HPS~~**

~~An HPS shall be developed and maintained under Standards Committee procedures for an SSPC except:~~

- ~~(a) All new or revised TPSs of a HPS shall be sent through Technology Council to the BOD.~~
- ~~(b) Organizational Members (See Appendix Q) may be appointed to serve on the SSPC.~~
- ~~(c) The number of organizational members appointed to serve as PCVMs shall not exceed 1/3 of the combined number of individual PCVMs and organizational PCVMs appointed to serve on the SSPC.~~
- ~~(d) Organizational Members may also be appointed as PSVMs for SSPCs organized by subcommittees.~~
- ~~(e) Organizational Liaisons (See Appendix Q) to the SSPC may be appointed.~~
- ~~(f) The disposition of all applications for organizational membership on the SSPC and for the appointment of an Organizational Liaison shall be reported to Technology Council as an information item~~
- ~~(g) The removal of an organizational member from the SSPC or the removal of an Organizational Liaison shall be reported to Technology Council as an information item.~~

### **~~Q4 TRANSPORTATION EXPENSES FOR INTERIM MEETINGS OF THE SSPC~~**

~~Authorized transportation expenses may be reimbursed, upon request, to individual PCVMs and individual PSVMs for travel to attend authorized interim meetings of the SSPC in accordance with the current Society Travel Reimbursement Policy. (See Annex J.) Transportation expenses will not be reimbursed to representatives or alternates of Organizational Members or to Organizational Liaisons.~~

**BACKGROUND:** At the Cincinnati Meeting, PPIS was given an action item to review the procedures for High Profile Standards (HPSs) to determine if the designation is still needed and if any PC should have organizational members. With the current oversight of a selected group of standards and guidelines by the Policy Committee, the designation of High Profile Standards may no longer be necessary. The Standards Committee and Tech Council BARs indicate that Tech Council designates HPSs. This may not be necessary anymore since the only difference between PC for HPSs and regular PC's is that PCs for HPSs have organizational members. Procedures may be changed to allow any PC to have organizational members.

**MOTION 6 PASSED. 21-0-0, CNV**

It was moved and seconded:





- (7) THAT "code intended" replace "HPS" in the title and body of PC Guidance Appendix P.

This informative appendix is a part of the PC Guidance.  
(This appendix was moved from the MOP to PC Guidance June 29, 2000)

**APPENDIX P: DEVELOPMENT OF GUIDELINES FOR HIGH-PROFILE CODE-INTENDED STANDARDS**

**P1 Purposes and Criteria**

For a high-profile code-intended standard a related guideline may be written.

The standard shall be written in mandatory enforceable language that describes minimum requirements necessary to fulfill title, purpose and scope of the standard. The standard, when adopted as code, is intended as a "legal standard of care."

A related guideline should be appropriate for design engineers and professionals who are versed in basic scientific and mathematical principles. The guideline should give a variety of options for addressing the guideline's title, purpose and scope. The guideline shall include a foreword or preamble that states that the guideline is not intended as a "legal standard of care."

Standards intended for use as regulatory documents shall comply with the following criteria in MOP A3 and the following:

- a) established minimum requirements incorporating practical, cost-effective measures
- b) target audience is primarily comprised of code jurisdictions (International Code Council) local zoning boards, state zoning boards or other code enforcing bodies
- c) written in mandatory, enforceable (and simple) language, but not necessarily written in code format
- d) should avoid use of the work "code" in the title, but should state that the standard is intended for adoption as a code either on the cover page or within the standard
- e) ANSI approval will be sought.
- f) comply with criteria for other referenced standards

A guideline may be written on the same topic as a high-profile code-intended standard under the direction of the PC that develops or maintains the standard. In this case the criteria are:

- a) sets "state-of-the-art" level for building design practice, which may be more stringent than minimum requirements
- b) target audience is primarily designers of buildings/building systems
- c) secondary target audience is designers/manufacturers of building equipment, components and materials.
- d) written in any of several language styles: mandatory, informative or other
- e) would consider outside technical input (comments from a public review), and such suggestions considered worthy would be incorporated by the project committee, but achievement of consensus would not be required
- f) ANSI approval would not be sought for a non-consensus document, but may be for one in which consensus is achieved.



**P2 Request for A Guideline**

SPLS will determine which HPS PCs shall write a guideline, based on a recommendation from the PC. SPLS, through the SPLS liaison, will gather information from the PC chair, the lead cognizant TC, and others. Minimum expected documentation will include the title, purpose and scope for both the standard and the guideline, and a work plan. The work plan shall state that the standard will be written in a mandatory language and designate the language to be used for the guideline. Examples of possible guideline language include: mandatory language permitted, mandatory language not permitted, limited to "could" language only, "no "should" language.

**P3 Approval for both a Standard and a Guideline**

If SPLS is satisfied that both a standard and a guideline are justified, a recommendation will be made for approval by Standards Committee. The approvals will be sent to Technology Council as an information item.

**P4 Numbering**

The standard and guideline will be numbered by following current numbering procedures. The standard and guideline will generally not have similar numbers.

**BACKGROUND:** The intent of Appendix P for the development of guidelines for code-intended standards should be retained.

**MOTION 7 PASSED. 20-0-1, CNV**

It was moved and seconded:

- (8) THAT the Standard Committee MOP 1.1.6 be revised as follows:

**Standards Committee MOP 1.1.6**

The Standards Committee with the concurrence of the Board Policy Committee for Standards shall determine which ~~High Profile Standards (HPS)~~ project committees may have organizational members.

**BACKGROUND:** This change would allow PCs to have organizational members if approved by the Standards Committee and Board Policy Committee for Standards.

**MOTION 8 PASSED. 18-2<sup>2</sup>-1, CNV**

It was moved and seconded:

- (9) THAT PC Guidance 4.4.1 be revised as follows;

**PC Guidance 4.4.1**

A PC shall have individual members and designated PC's may have ~~High Profile Standards' PCs may have~~ organizational members. Individual members are appointed as "personal members," not as representatives of any organization, corporation, partnership, or employer. An organizational membership is listed on the roster in the name of the organization. The organization designates a representative, and at the organization's discretion, an alternate, to serve in the absence of the representative, to participate in PC activities in the same manner as an individual member, except that the representative and alternate may not serve as a committee or subcommittee chair or vice-chair.



**BACKGROUND:** This change would allow designated PC's to have organizational members if approved by the Standards Committee and Board Policy Committee for Standards.

**MOTION 9 PASSED. 19-2-0, CNV**

It was moved and seconded:

- (10) THAT Q1 of PC Guidance Appendix Q be revised as follows and "SSPC" be changed to "PC" in the remaining text of PC Guidance Appendix Q.

This is a normative appendix to the PC Guidance.

(This appendix was moved from the MOP to PC Guidance June 29, 2000)

**APPENDIX Q: ORGANIZATIONAL MEMBERS AND ORGANIZATIONAL LIAISONS**

**Q1 Organizational Members**

Subject to approval of SPLS and the Standards Committee, the chair for a SSPC ~~developing or maintaining a High Profile Standard (HPS)~~ may nominate an organization as an organizational member (OM) to serve as a PCVM or a PSVM of the SSPC. For consideration of appointment as an OM, the organization should normally be a governmental agency, public interest group, or organization that represents a number of entities such as a trade association. Organizations such as educational institutions or corporations and partnerships engaged in commerce shall not be eligible for OM status.

Organizations should be informed of the availability of organizational memberships on specific SSPCs by one or more of the following:

- a) notice in ASHRAE Insights, ASHRAE Journal, ANSI Standards Action, etc.
- b) posting on the ASHRAE web page,
- c) press releases to the applicable trade press,
- d) direct communication to potential materially-affected organizations

**Q2 Criteria for Considering Organizational Members**

The SSPC Chair should consider the following criteria in nominating organizations for OM status on an SSPC.

- a) the degree to which members of the organization are materially affected by the mandatory requirements of the standard
- b) the ability of representative of the organization to represent the interests of the members of the organization
- c) the capability of the organization to provide an individual with appropriate technical or scientific qualifications to serve as their representative, and if desired, another individual with appropriate technical or scientific qualifications to serve as an alternate to their representative
- d) the willingness of the organization to abide with the terms of organizational membership

**Q3 Requirements of Organizational Membership**

To be appointed as an OM, the organization shall agree to the following:

- a) an intent to participate in a constructive way to achieve the TPS of the standard



- b) to provide an individual with appropriate technical or scientific qualifications to serve as their representative, and if desired, another individual with appropriate technical or scientific qualifications to serve as an alternate to their representative to empower their designated representative to vote on all matters that are moved at the SSPC meetings.
- c) to empower their designated alternate to vote on all matters that are moved at the SSPC meetings when their representative is absent from the meeting
- d) to encourage the constituency of the organization to provide input and comments to the organization's representative
- e) to provide feedback to the constituency of the organization on the disposition of input and comments submitted by the organization's representative
- f) to not expect any financial support from ASHRAE for expenses related to participation in the activities of the SSPC

#### **Q4 Applications for Organizational Membership**

An application from an organization for appointment as an OM shall include the following:

- a) a declaration of intent of the organization to participate in a constructive way to achieve the TPS of the standard
- b) the designation of an individual with appropriate technical or scientific qualifications to serve as their representative, and if desired, another individual with appropriate technical or scientific qualifications to serve as an alternate to their representative. Technical or scientific qualifications include:
  - 1) technical expertise in one or more areas covered by the standard
  - 2) general knowledge about most of the areas covered by the standard
  - 3) experience with standards writing activity
  - 4) familiarity with the subject standard
  - 5) recognized expert in their field

The designation of the representative and alternate shall not include persons that have:

- 1) the same employer as an individual PCVM serving on the SSPC
  - 2) the same employer as a representative or alternate for another OM PCVM serving on the SSPC
- 
- c) documentation from their designated representative and alternate that indicates their willingness to serve in those roles for the organization
  - d) biographical data for their designated representative and alternate in a detail consistent with ASHRAE Biographical Record form
  - e) completed "Potential Sources of Bias and Conflict of Interest" forms prepared by their designated representative and alternate
  - f) a statement that the organization empowers their designated representative to vote on all motions presented at the SSPC meetings
  - g) a statement the organization empowers their designated alternate to vote on all motions presented at the SSPC meetings when their representative is absent
  - h) a statement that the organization will encourage their constituency to provide input and comments to the organization's representative
  - i) a statement that the organization will provide feedback to their constituency on the disposition of input and comments submitted to the organization's representative
  - j) a statement that the organization and their designated representative and alternate do not expect any financial support from ASHRAE for expenses related to participation in the activities of the SSPC



**Q5 Limits on the Number of Organizational Members**

The number of OMs appointed to serve as PCVMs shall not exceed 1/3 of the combined number of individual PCVMs and organizational PCVMs appointed to serve on the SSPC. If the number of OMs on the PC temporarily exceeds the prescribed maximum number due to resignation, removal or death of individual members, appointment of replacement individual members of the SSPC should be expedited by SPLS.

**Q6 Tenure of Organizational Membership, Representatives and Alternates**

Subject to approval by SPLS and Standards Committee, OMs shall be appointed for a term not to exceed two years with an option for an indefinite number of renewals at the discretion of SPLS and Standards Committee. The tenure of the representative and alternate shall be the same as that of the OM. On SSPCs organized by subcommittees, OMs may be rotated between PCVM and PSVM positions following the rules that apply to individual members. OMs are subject to removal prior to completion of their appointed term for failure of the organization, its representative, or its alternate, to adhere to the agreed-upon terms of organizational membership, subject to the approval of SPLS and Standards Committee. The SSPC Chair may recommend the removal of an OM if the OM is not represented by its representative or its alternate at two consecutive meetings of the SSPC and the organization does not provide acceptable reasons for the absences to the SSPC chair. SPLS and Standards Committee shall approve all removals.

**Q7 Requirements for Representative and Alternates.** Representatives and alternates of OMs shall agree to the following:

- a) a declaration of intent to participate in a constructive way to achieve the TPS of the standard,
- b) be willing and able to represent the collective interests of the organization even though they may at times conflict with their personal or employer interests,
- c) to commit time and effort to SSPC activities,
- d) are able to travel to attend SSPC meetings
- e) to consider input and comments from the constituency of the organization, and to compile and consolidate this information for submission to the SSPC for consideration,
- f) to provide feedback to the constituency of the organization on the disposition of their input and comments,
- g) to not expect any financial support from ASHRAE for expenses related to participation in SSPC activities.

**Q8 Representatives and Alternates Role**

Representatives, and alternates in the absence of the representative at a meeting, are eligible to vote on all motions of the SSPC committee or the SSPC subcommittee that the OM is a listed member. Representatives and alternates of OMs are not eligible to serve as the SSPC Chair, SSPC Vice-Chair, or chairs of the SSPC subcommittees.

**Q9 Listing of Organizational Members in the PC Roster**

The listing of organizational members in the PC roster shall be consistent with the following example:

Organizational Voting Member/Producer  
Association of Widget Manufacturers  
2398 Pennsylvania Avenue  
Washington, DC 25678-3567  
Ph. 155-879-6661 FAX 155-879-3332  
Representative:



Lars L. Larson  
VP Engineering  
Widgets 'R Us  
1234 Seacoast Avenue  
Chicago, IL 44456-1234  
Ph. 309-231-2311 FAX 309-231-2312

Alternate:

Mildred M. Moline  
Technical Director  
Association of Widget Manufacturers  
2398 Pennsylvania Avenue  
Washington, DC 25678-3567  
Ph. 155-879-6662 FAX 155-879-3332

**Q10 Listing of Organizational Members in the Published Standard**

The listing of organizational members in the published standard shall be consistent with the following example:

ASHRAE Standard Project Committee 2XX-20XX

Individual Members

Alan A. Abbott, Chair  
Byron B. Brown  
Donna D. Dennis  
Edward E. Evans  
Frank F. Francis  
George G. Gates  
Henry H. Heller  
John J. Jones  
Karl K. King

Organizational Members

Association of Widget Manufacturers

**Representative: Lars L. Larson**

Alternate: Mildred M. Moline

Institute of Widgets and Energy

Representative: Nellie N. Nelson

Alternate: Ole O. Olsen

Friends of Everything

Representative: Peter P. Peterson

Alternate: Samuel S. Sampson

**Q11 Organizational Liaisons**

Any organization not represented on an SSPC may request the appointment of an Organizational Liaison (OL) to the SSPC. Appointment of an OL requires the approval of SPLS and Standards Committee, with disposition of all applications reported to Tech Council as an information item.

The OL does not have a vote at SSPC meetings but:

- a) receives all documents and communications that are distributed to members of the SSPC,



- b) reports status of SSPC activities to the constituency of the organization,
- c) is provided an opportunity to provide inputs from the constituency of the organization at SSPC meetings.

An application from an organization for appointment of an OL by an organization shall include the following:

- a) a declaration of intent of the organization to participate in a constructive way to achieve the TPS of the standard,
- b) the designation of an individual with appropriate qualifications to serve as their liaison. Technical or scientific qualifications include:
  - 1) technical expertise in one or more areas covered by the standard
  - 2) general knowledge about most of the areas covered by the standard
  - 3) experience with standards writing activity
  - 4) familiarity with the subject standard
  - 5) recognized expert in their field
- c) documentation from the designated OL that indicates his/her willingness to serve in those roles for the organization,
- d) biographical data for the designated OL in a detail consistent with ASHRAE Biographical Record form,
- e) completed "Potential Sources of Bias and Conflict of Interest" forms prepared by the designated OL,
- f) a statement that the organization will encourage its constituency to provide input and comments to the OL,
- g) a statement the organization will provide feedback to the constituency of the organization on the disposition of submitted input and comments.
- h) a statement that the organization and the OL does not expect any financial support from ASHRAE for expenses related to the liaison's activities.

**BACKGROUND:** This change would allow the requirements for organizational members and organizational liaisons to be applied to all PCs.

**MOTION 10 PASSED. 18-2<sup>1</sup>-1, CNV**

It was moved and seconded:

- (11) THAT the following section be added to PC Guidance:

**6.5 MOS Approval for Public Review**

Approval by the Standards Committee is not required for those cases in which the Manager of Standards determines that an additional reaffirmation public review is warranted.

**BACKGROUND:** This change would allow staff to send items back out for public review in "no brainer" situations without the explicit approval of Standards Committee, SPLS or PPIS.

**MOTION 11 PASSED. 20-1-0, CNV**

It was moved and seconded:

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<sup>1</sup> Mr. Lewis: This needs more analysis.



- (12) THAT PPIS be directed that PC Guidance not be mandatory except within the constraints of ANSI requirements.

**MOTION 12 FAILED. 8-11-<sup>3</sup>2, CNV**

- AI 8 PPIS to consider the recommendation that language in PC Guidance not be mandatory except within the constraints of ANSI requirements and make a recommendation on this matter in Atlantic City.

**13. SPLS Report- Mr. Baxter (Attachment H)**

It was moved and seconded:

- (13) THAT the following changes be approved to the membership roster of GPC 01, *HVAC Commissioning Process*:

- Approve Steven Haynes as a PCVM User
- Change Charles Dorgan from PCVM General Interest to PCVM Producer
- Change Carl Lawson from PCVM Producer to PCVM User
- Change David Bornside from PCVM Producer to PCVM User
- Change Richard Casualt from PCVM User to PCVM Producer
- Change Michael King from PCVM General Interest to PCVM Producer
- Change Don Little from PCVM User to PCVM Producer
- Change Carl Eichstaedt from a PCVM User to a NVM User
- Change William Esposito from a PCVM General Interest to a NVM User
- Change Quinn Hart from a PCVM User to a NVM User
- Change William Helm from a PCVM Producer to a NVM Producer
- Change Joseph Ting from PCVM User to a NVM General Interest
- Change Paul Tseng from a PCVM User to a NVM Producer
- Change Eli Howard from a NVM User to a NVM General Interest
- Change Robert Linder from a NVM User to a NVM Producer

**MOTION 13 PASSED. 21-0-0, CNV**

It was moved and seconded:

- (14) THAT the following membership changes be approved to the membership roster of GPC 04, *Preparation of Operating & Maintenance Documentation for Building Systems*:

- Change Kathie Radke from a PCVM User to a NVM User
- Change Frido Profoehr from PCVM User to a NVM User
- Change Charles Dorgan from a NVM User to a PCVM User
- Change Gerald Kettler from a NVM Producer to PCVM Producer

**MOTION 14 PASSED. 21-0-0, CNV**

It was moved and seconded:





- (15) THAT Robert Hitchcock be approved as Chairman and PCVM General Interest member of GPC 20, *XML Definitions for HVAC&R*.

Secretary's Note: The Standards Committee postponed consideration of roster changes for GPC 20 until the 2002 Winter Meeting for Steve Taylor to clarify who was to be considered as chair.

- AI 9 Sandra Armstrong will place consideration of the chair of GPC 20 on the 2002 Winter Agenda.

**SPC 32.1 and 32.2**

It was moved and seconded:

- (16) THAT the following changes be approved to the membership rosters of SPC 32.1, *Method of Test for Rating Bottled and Canned Beverage Vending Machines*, and SPC 32.2, *Method of Test for Rating Pre-Mixed and Post-Mix Soft Drink Vending and Dispensing Equipment*:

- Approve Brad Anderson as a PCVM User
- Approve Phil Baker as a PCVM Producer
- Approve Larry Eils as a PCV Producer
- Approve Scott Richardson as a PCVM Producer
- Approve Bodh Subherwal as a PCVM General Interest

**MOTION 16 PASSED. 21-0-0, CNV**

It was moved and seconded:

- (17) THAT the following changes be approved to the membership roster of SSPC 34, *Designation and Safety Classification of Refrigerants*:

- Approve Sandra Murphy as a PSVM Producer
- Change Robert Doerr from PCVM User to PCVM Vice Chairman
- Continue Donald P. Grob as PSVM General Interest

**MOTION 17 PASSED. 21-0-0, CNV**

Secretary's Note: The vote on Donald P. Grob was unnecessary as Mr. Grob was approved in 2000 and his term does not end until 2004.

It was moved and seconded:

- (18) THAT the following changes be approved to the membership roster of SSPC 55, *Thermal Environmental Conditions for Human Occupancy*:

- Approve Alison Kwok as a PCVM General Interest
- Approve David Scheatzle as a PCVM General Interest
- Change Jerry Sipes to Membership Subcommittee Chairman Producer
- Change Karl Brown to Vice Chairman and NVM User Facility Manager
- Change Peter Simmonds to PCVM User Designer



**MOTION 18 PASSED. 21-0-0, CNV**

It was moved and seconded:

- (19) THAT the following changes be approved to the membership roster of SSPC 62.1, *Ventilation & Acceptable IAQ in Commercial Institutional & High Rise Residential Buildings*:

- Approve Lynn Bellenger as a PSVM Designer/Builder
- Approve Bernice Mattsson as Chairperson of the VS&E Subcommittee
- Approve Thomas Houston as an Organizational PCVM Owner/Operator representing the Smokeless States National Policy Initiative (AMA)
- Approve James Coggins as a Liaison from TC9.10
- Approve James Moulton as a Liaison from TC2.4

**MOTION 19 PASSED. 18-1-2, CNV**

It was moved and seconded:

- (20) THAT the following changes be approved to the membership roster of SSPC 90.1, *Energy Standard for Buildings Except Low Rise Residential Buildings*:

- Approve David Weitz as a PCVM-Compliance. (Term ending June 2005)
- Approve Samantha Hollomon as a PCVM-Designer. (Term ending June 2005)
- Approve William Holy as a PCVM-User of the Format and Compliance Subcommittee representing Building Owners and Managers Association (BOMA).
- Approve Ernest Conrad as an Alternate PCVM of the Format and Compliance Subcommittee representing Building Owners and Managers Association (BOMA).

**MOTION 20 PASSED. 19-0-2, CNV**

It was moved and seconded:

- (21) THAT David Tree be approved as PSVM General Interest and Chairman of SPC 116, *Method of Test for Rating Seasonal Efficiency of Unitary Air Conditioners and Heat Pumps*.

**MOTION 21 PASSED. 21-0-0, CNV**

It was moved and seconded:

- (22) THAT the following changes be approved to the membership roster of SPC 130, *Method of Testing for Rating Ducted Air Terminal Units*:

- Approve Gus Faris as PCVM Manufacturer
- Approve appointing Alf Dyck as a PCVM Manufacturer
- Approve James Aswegan as a PCVM Manufacturer
- Approve Jack Stegall as a PCVM User
- Approve Michael Woodford as a PCVM User
- Approve Ted Carnes as a PCVM General Interest
- Approve Julian Rochester as a PCVM Corresponding



- Approve Jason Bobruk as a PCVM Corresponding
- Approve Leon Kloostra as a PCVM Corresponding

Secretary's Note: The Standards Committee postponed consideration of SPC 130 roster changes until the Winter 2002 meeting for Charles Arnold to determine the balance of this committee.

It was moved and seconded:

- (23) THAT the following changes be approved to the membership roster of SPC 145, *Test Method for Assessing the Performance of Gas Phase Air Cleaning Equipment*:

- Remove Mohammed Bayati for non-participation
- Remove Carmen Sgamboti who retired as of 1999
- Remove Eugene Valerio who retired as of 2001
- Approve Nick Agopian as a PCVM Producer
- Approve John Copley as a PCVM Producer
- Approve Brian Krafthefer as a PCVM User
- Approve Paul Nelson as a PCVM User
- Approve Dean Tompkins as a PCVM General Interest
- Approve Robert Hendry as a PCVM General Interest
- Approve Douglas Van Osdell as a PCVM User
- Approve Paolo Tronville as a PCVM General Interest
- Approve Monroe Britt as a PCVM Producer
- Approve Matthew Middlebrooks as a PCVM Producer

**MOTION 23 PASSED. 21-0-0, CNV**

It was moved and seconded:

- (24) THAT the following changes be approved to the membership roster of SPC 153, *Method of Testing for Capacity Rating of Four-Way Refrigerant Reversing Valves*:

- Approve Dennis Littwin as a PCVM Producer
- Change Jing Zheng from PCVM User to NVM User
- Change Nicholas "Nick" Zupp from NVM User to PCVM User

**MOTION 24 PASSED. 21-0-0, CNV**

It was moved and seconded:

- (25) THAT the following changes be approved to the membership roster of SPC 161, *Air Quality Within Commercial Aircraft*:

- Change Ivo Martinac from a VM General Interest to a Corresponding NV Member
- Remove Finn Poulsen
- Approve Craig Waitt as a PCVM Flight Personnel
- Approve Earle Perera as a PCVM General Interest



**MOTION 25 PASSED. 20-0-1, CNV**

It was moved and seconded:

- (26) THAT Denis Clodic be approved as Chairman and PCVM General Interest of SPC 173, *Method of Test to Determine the Performance of Halocarbon Refrigerant Leak Detectors*.

**MOTION 26 PASSED. 21-0-0, CNV**

It was moved and seconded:

- (27) THAT the following revision to the Title, Purpose and Scope (BSR/ASHRAE Addendum a) of ANSI/ASHRAE Standard 34-1997, *Designation and Safety Classification of Refrigerants*, be approved.

*Add sentence to the scope in Section, as follows:*

**2. SCOPE**

This standard provides an unambiguous system for numbering refrigerants and assigning composition-designating prefixes for refrigerants. Safety classifications based on toxicity and flammability data are included. This standard does not imply endorsement or concurrence that individual refrigerant blends are suitable for any particular application.

**MOTION 27 PASSED. 21-0-0, CNV**

Secretary's Note: The Standards Committee determined that the revision to the Scope of Standard 34-1997(Addendum a), *Designation and Safety Classification of Refrigerants*, was non-substantive and would not require a public review.

It was moved and seconded:

- (28) THAT BSR/ASHRAE Standard 163 P, *Method of Testing the Performance of Non-Condensable Gas Purge Equipment for Use with Low Pressure Centrifugal Liquid Chillers*, be withdrawn.

**BACKGROUND:** TC 8.2 voted to drop the SPC-163P project for the following reasons:

- It was a very narrow interest topic, and it was difficult to fulfill the balanced committee requirements. The main interest was from manufacturers only.
- An ARI method of test (MOT) and certification program exists for purge units, it was felt that this was an unnecessary duplication of work, given the narrow interest range.

The committee recognizes that in most cases the preferred path is for ASHRAE to develop and maintain the MOT, while ARI can set up certification programs, but we felt the effort to write *and maintain* a standard for purge units was not justified.

**MOTION 28 PASSED. 21-0-0, CNV**

- AI 10 Sandra Armstrong to send notice of withdrawal of BSR/ASHRAE Standard 163 P, *Method of Testing the Performance of Non-Condensable Gas Purge Equipment for Use with Low Pressure Centrifugal Liquid Chillers*, to ANSI.



It was moved and seconded:

(29) THAT Martha Hewett be the recipient of the Standards Achievement Award,

MOTION 29 PASSED. 22-0-0, CV

Adjournment

The October 21, 2001 meeting of Standards Committee was adjourned at 11:00 a.m.

<sup>1</sup> Mr. Lewis: Not a needed document. Codes are adequate.  
Mr. Evans: I'm involved in the guideline development since I chair TC 9.2.

<sup>2</sup> Mr. Lewis: This needs more analysis.

Mr. Taylor: I do not believe there should be organizational members on any standard.

<sup>3</sup> Mr. Kohloss: Items stating requirement don't belong in PC Guidance. The document is advising, [it is] not mandatory.